

Weekly Review and Action Plan

DATE _____

1. Review of Previous Week

Accomplishments:

Challenges:

Reflection:

What worked well?

What needs improvement?

2. Assess Current Projects and Tasks

Quadrant 1: Urgent and Important (Do First)

Quadrant 2: Not Urgent but Important (Schedule)

Quadrant 3: Urgent but Not Important (Delegate)

Quadrant 4: Not Urgent and Not Important (Eliminate)

3. Identify New Tasks or Commitments

New Tasks:

Categorisation:

Quadrant 1: _____

Quadrant 2: _____

Quadrant 3: _____

Quadrant 4: _____

4. Plan for the Upcoming Week

Top Priorities (Quadrant 1 & 2):

Schedule for Quadrant 2 Activities:

Delegation Plan (Quadrant 3):

Task: _____ | Delegate to: _____

Task: _____ | Delegate to: _____

Elimination Strategy (Quadrant 4):

5. Additional Notes and Reflections

End of Week Reflection:

Did I stay focused on my priorities? _____

What can I improve for next week? _____